



THE COUNTY OF ALPINE
ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

FISCAL AND TECHNICAL SPECIALIST
Public Works Department

Salary Range 43 (\$3,344-\$4,065) per month

Final Filing Date: Wednesday, December 3, 2008

Under general supervision, the incumbent will perform a variety of special accounting, document processing and technical recordkeeping and support work; review fiscal records, grant applications or specialized documents and information; and related work as required.

**MINIMUM
QUALIFICATIONS**

Any combination of education and/or recent experience that has provided the knowledge skills and abilities necessary for satisfactory job performance. Three years of recent full-time experience performing varied and complex special accounting, document processing and technical recordkeeping and support work, preferably in the public sector.

**COMPENSATION &
BENEFITS**

100% FTE in a five step salary system with advancement upon satisfactory completion of a six-month probationary period and annual increases thereafter.
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- Health Insurance: County provides medical, dental and vision coverage for employee and dependents with co-payment by employees, based on family status.
- Vacation: Accrued at the rate of 6.67 hours per month, or 10 vacation days per year.
- Sick Leave: Earned at the rate of 8 hours per month.
- Holidays: 15 paid holidays per year.
- Retirement: Participation in the California Public Employee Retirement System (PERS), 2% at 55 plan
- Deferred Compensation: the County has a voluntary deferred compensation program.
- Alpine County is a drug, alcohol and smoke-free workplace.

Eligible applicants are *REQUIRED* to complete an Alpine County application form. Resumes may not be substituted for the official county application but may be attached to a completed application. A County application can be downloaded from our website at www.alpinecountycalifornia.gov. Qualified applicants will be invited to an oral interview after review of the applications. Offers of employment are contingent upon successful completion of a pre-employment medical review/examination, background and reference check; satisfactory driving record and proof of automobile insurance.

Applications must be received no later than **Wednesday, December 3, 2008** at 5:00 p.m. Fax and postmarks will not be accepted. Interviews have tentatively been scheduled for the week of December 8-12, 2008 with an anticipated hire date as soon as possible after selection. Applications are to be filed at:

Alpine County Administration
P.O. Box 387
Markleeville, CA 96120
530-694-2287

Alpine County is an Equal Opportunity Employer and does not discriminate on the basis of race, religious creed, color, national origin, mental or physical disability, marital status, sex or age.